

TITLE V PARTICIPANT INTERVIEW GUIDE

Participants will be interviewed to obtain their perspective of the program. Questions will not necessarily be asked in any predetermined order or stated exactly as written; each question may not be appropriate in each interview. Collectively they represent an effort to get at an overall perception of the project. It is also a way to see if program rules relating to participants are being followed and to examine compliance issues during the course of the interview.

1. How did you find out about the Title V SCSEP?
2. How long have you been in the program?
3. What were you doing prior to SCSEP?
4. What is your training assignment? What do you do? What is your work schedule?
5. What are you learning at your training site? How long have you been there?
6. When you enrolled, did you receive Orientation?
7. When you enrolled:
 - a. How was the purpose of the program explained?
 - a. Were you informed of working conditions, wages, fringe benefits, and supportive services?
 - c. Were you given a copy of your job description?
 - d. Did you receive any training before being placed at the training site? Describe.
8. Do you have an Individual Development Plan (IDP)? What goals and action steps are in your plan? How often do you review progress with Title V staff?
9. Were you given any training on how to find a job?

10. What are you currently doing to find unsubsidized employment?

11. Time and Attendance

- a. Are you required to sign in and sign out?
- b. How often are you paid?
- c. How many hours do you work per week?
- d. Do you ever work without pay ? volunteer?
- e. Are you paid on time?
- f. Does your supervisor sign your time sheet?

12. How often do you communicate with someone at (Title V agency)?

13. When was the last time someone from the Title V program visited your training site?

14. Are you receiving or have you received any support services?

15. Is there anything else you would like to tell us about the Title V program?